

DAK LAK PEOPLE'S COMMITTEE
Department of Planning and Investment

Decentralized Socio-Economic Development Planning Procedures

Dak Lak Province



Buon Ma Thuot

August, 2007



Implementation Guideline

DAK LAK PEOPLE'S COMMITTEE
Department of Planning and Investment

Decentralised Socio-Economic Development Planning Procedures

Dak Lak Province

Buon Ma Thuot
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DPI
Dak Lak

DECISION

Approving and issuing the decentralized socioeconomic development planning

PEOPLE'S COMMITTEE OF DAKLAK PROVINCE

Pursuant to Law on organization of people's council and people's committee dated 26 November, 2003;

Pursuant to Law on State budgets on 16 December, 2002;

Pursuant to the Official Document No. 1973/TTg - QHQT, dated 01 December, 2006 by Prime Minister approving the second phase of RDDDL project – funded by Germany;

According to the Implementation Agreement of RDDDL-phase II signed between GTZ and PPC on 08 February, 2007;

At request of DPI director in the Submission Letter No. 422/TTr-KHĐT dated 14/8/2007, requesting the approval on the decentralized socioeconomic development planning procedures;

DECIDES

Article 1. To issue together with this decision the “decentralized socioeconomic development planning procedures”.

Article 2. Head of Provincial People's Committee office, Directors of Departments: Department for Ethnic Minorities; Department of Planning and Investment, Department of Labour Invalids and Social Affairs, Department of Finance, Department of Agriculture and Rural Development, Department of Education and Training, Department of Health; Chairmen of District People's Committees and relevant organizations are responsible for executing this decision since its signing date.

Sent to:

- MPI (report);
- as in Article 2;
- Provincial Party, People's Council (report);
- Chairman, Vice Chairmen of PPC;
- Head of PPC office;
- PPC sections: Agri-forestry, trading, foreign Affairs;
- Filing

CHAIRMAN

(signed and sealed)

Lu Ngoc Cu

**DENCENTRALIZED SOCIO-ECONOMIC
DEVELOPMENT PLANNING PROCEDURES**

(issued together with the Decision No. 2134/QĐ-UBND,
Dated 22/08/2007 by Dak Lak Provincial People's Committee)

I. DEFINITIONS

1. Decentralized socioeconomic development planning:

- Decentralized socioeconomic development planning (hereafter referred to as planning) is a process where villagers develop their own village development plan to contribute to the socio-economic development planning at commune and district levels.

- Village planning: the process where villagers participate in the development of their own village plan;

- Commune Planning: the process of the development of the socio-economic development plan at commune level based on village and commune priorities;

- District Planning: the process of the development of the socio-economic development plan at district level based on commune plans and district priorities;

(The formats for village and commune development planning are annexed to these guidelines).

2. Medium term development plan: consists of socio-economic development targets, projects/programs, major solutions and respective activities aiming to achieve the objectives set for the planned medium term period (normally 5 years) in order to improve the local livelihood.

3. Annual development plan: is a plan developed for 1 year period, consists of targets to be achieved, solutions and respective activities aiming at attaining the socioeconomic development targets of the medium term plan.

4. Target plan: consists of targets which a village or a commune intends to achieve within the planned period.

5. Activity plan: consists of the specific activities to achieve the target plan. These should be further specified in terms of quantity, time frame, location and responsibilities of relevant stakeholders.

Activity plan of a village includes:

a. List of activities:

- + Technical assistance activities, public services such as: extension, instruction on formation of credit groups, training on use of clean water, rural sanitation; disease control; household economics...

- + Infrastructure activities: making, upgrading rural roads; building irrigation system (small dam, canals); buying animal breeds, seedlings, etc.
- b. Contribution of villagers (might be land area, cash, man-day, materials) to implementation of planned activities;
- c. Village involvement in management, monitoring the plan implementation

6. Approval of plan: is the decision at the responsible level for implementation of the plan based on the available financial and personnel resources.

7. Implementation and monitoring is the process of implementation and monitoring of the approved activities by the responsible administration.

8. Evaluation is the process where relevant administration levels carry out the evaluation of the implementation of target plans in terms of progress and quality of the implemented activities. Evaluation takes place twice a year, one before planning process (the first 6 month evaluation) and one in the end of the year (annual evaluation).

9. Participatory Rural Appraisal (PRA) Tool Box

- PRA is a tool for villagers to discuss and analyze their situation and living conditions based on their own knowledge and experience. PRA helps them to identify development priorities and development measures to improve the village situation. These measures can then be integrated in a village development plan, which the villagers can implement and monitor together.

- The PRA toolbox includes 12 tools which are attached to these guidelines. These tools are used to analyze the current situation, potentials, identify the problems and reasons, find out respective possible solutions and identify relevant activities for the various sectors, i.e. agriculture and forestry, infrastructure, health and education and other relevant sectors.

II. DECENTRALIZED SOCIO ECONOMIC DEVELOPMENT PLANNING PROCEDURES

The procedures comprise 5 stages:

- + Stage 1: Preparation
- + Stage 2: Planning
- + Stage 3: Plan Approval
- + Stage 4: Implementation and monitoring
- + Stage 5: Evaluation of plan implementation

Stage 1. Preparation

1. Preparation of relevant documents and stationery:

- Preparing the documents as basis for planning: Resolution on socioeconomic development of the Communist Party and People's council at respective levels; sector plans, development plans of specific areas in the district & communes; annual orientation plan on SED of the province, district.

- Based on these documents and also considering the possibility of mobilizing the available resources at district and commune levels, District People's Committee organize the development of district general orientation plan as basis for communes to develop their plans.

- Collecting basic information of village, commune; Commune People's Committee is responsible for this activity, applying the table forms (Forms 1-2). The result of data analysis is a basis for setting the development targets by the Village Management Board with support from commune staff and for identification of suitable solutions according to the local situation.

- Preparing funds, stationery required for planning such as papers, pens, particularly at village level

2. Propaganda:

- District People's Committee instructs sectors, organizations, social organizations at the same level, mass media and Commune People's Committees to disseminate information on the participatory planning approach to every village.

3. Formation of facilitation teams:

- District Facilitation Team members are from: Finance and Planning Section, relevant sections and organizations, e.g. Economic Section, Women Union, Farmer Association, Agricultural Extension Station etc.

- Commune Facilitation Team members are from: Office of the Commune People's Committee (Commune People's Committee Secretary, Cadastral Officer, Accountant, Statistics Officer), social organizations, such as Fatherland Front, Women Union, Farmer Association, Youth's Union, etc.

- A facilitation group is established in order to provide guidance on the planning procedures at village and commune levels and to provide information and guidance on set long-term objectives at district and commune levels as a basis for consistent village planning.

4. Provision of Training:

- District People's Committee assigns Finance and Planning Section in coordination with the District Facilitation Team to organize training courses on planning procedures and PRA:

- + Participants: facilitation teams at commune and village level (3-4 participants per village from the village management boards, Women Union and Youth Union, etc.).
- + The Commune People's Committee is in charge of arranging the venue, formation of the Commune Facilitation Team and mobilizing the participants for the trainings.

- Time: in mid-April annually

Stage 2. Planning

1. Village Planning

a. Medium term planning (between 10 – 20th May):

- The medium-term plan at village level is developed for a 3-5 years period based on PRA to assess the village situation. The medium-term plan is a basis for elaborating the

annual plan. The commune and district facilitators (who have been trained) coach the working group in using the PRA tools and in facilitating the planning process.

Medium term planning includes 4 steps:

Step 1: 1st village meeting

- Participants: all villagers and facilitators (from commune level); at least 30% of participants are women,
- Meeting chaired by Head or Vice-Head of the Village Management Board
- Content of meeting: (1) The village head informs villagers of objectives, contents and duration of the planning process; (2) By voting the village meeting nominates the members of the Planning Working Group (approximately 20 members), which should be headed by either the Head or Vice-Head of the village. Members of the Planning Working Group can be the representative of social organisations, representatives from different wealth ranks of households, from the various ethnic groups and key farmers, with at least 30% women and at least 3 members trained in planning (the Planning Working Group is responsible for collecting the basic information on socioeconomic situation of their village and making the village plans).
- Meeting duration: max. half a day.

Step 2: Assessment of village situation (duration: max. 2 days)

- The Planning Working Group selects PRA tools, which are relevant to the village situation.
- The Planning Working Group is divided into 3-4 sub-groups who are given relevant PRA tools to assess the situation for certain sectors and topics. The sub-group leader takes notes collects the opinions of the group members.
- The sub-groups propose activity plans for their areas;
- The assigned sectors and topics should be relevant to the experience and knowledge of the respective sub-group members; women's issues should be assessed by women sub-group.

Step 3: Village Planning Working Group meeting

- After assessing the village situation by sub-groups, the head of Planning Working Group organizes a group meeting:
 - + Representatives of sub-groups present the outcomes of the sub-group work and proposed activities to the Planning Working Group for discussion and comments.
 - + Comments and questions by members of other sub-groups
 - + By scoring, the Planning Working Group puts the activities in prioritized order based on need, gender, feasibility, feasibility based on own resources, and viability with local conditions.
- Based on the scoring outcomes, the Planning Working Group lists the activities in prioritized order. This is considered as the draft medium-term village plan to be presented in the 2nd village meeting (Form 3).
- Note: The leader (or the assigned secretary) of the Planning Working Group integrates the activities proposed by the sub-groups into an activity list.

Step 4: Second village meeting

- Participants: as in the 1st village meeting

- Meeting chaired by Head or Vice-Head of Village Management Board
- Contents of the meeting: on the basis of the draft mid-term plan proposed by the Planning Working Group, gender-specific prioritization of the proposed activities to develop the official medium-term plan.
- Implementing Approach: The Village Head informs on the objectives and contents of the meeting
 - + Splitting the participants into a men's and a women's group
 - + Each group identifies its leader who is responsible for note taking. Subsequently, a scoring exercise takes place for prioritization of the proposed activities.
 - + Group leaders present the results in plenary.
- The head of the Planning Working Group is responsible for combining the results of both groups reflecting their priorities equally and present in the plenary. This is the official medium term plan, which will be submitted to Commune People's Committee.
- Duration of the meeting: half a day

b. Annual Village Planning (20-30 May)

Prior to the annual village planning exercise, the Village Head summons the Planning Working Group from the previous year. In case a previous member is not available anymore the Village Head nominates new persons from the respective groups or organizations; the membership of the Planning Working Group should be ensured as regulated under Step 1 (medium term planning). The Planning Working Group prepares the village plan according to following steps:

Step 1: Evaluation of village situation and plan implementation of the previous year

- Issues to be evaluated:
 - + Strength and weaknesses in farming activities, improvement of livelihood and living conditions for villagers;
 - + Major outcomes of the production activities in the year;
 - + Implementation of the planned activities in terms of: progress, quality (positive and negative aspects), management of funds (from government, donor, villagers' contribution); monitoring and impacts on people's living conditions,...
- Duration: 2 hours

Step 2: Planning

- Based on the evaluation under step 1 and medium-term village plan, the Planning Working Group discusses and selects the activities (based on the prioritized order in the medium-term plan); additional activities can be proposed if required.
- Select the activities which are highly necessary and feasible to be included in the plan. Classify the activities into 2 groups:
 - + (1) the activities to be implemented by the villagers themselves (with their own resources),
 - + (2) max. 2 activities to be implemented in commune or district funds
- Prioritizing the selected activities by scoring (form 4)
- Duration: 2-3 hours

Step 3: Plan Agreement

- A village meeting is organized to gather villagers' opinion on the developed plan. This meeting is to be chaired by the Head of Village Management Board (or might be incorporated in another village meeting on other issues, provided that the plans can be completed to be submitted to Commune People's Committee in time)

- Note: If the annual planning coincides with the medium term planning time-wise, the process will be:

- + As soon as the medium term plan is completed, the Planning Working Group will select some activities (from the medium term plan) to put in the plan for next year, which will be agreed upon right in the village meeting (following the step 2 and 3)

- Duration: 2-3 hours

2. Commune Development Planning (duration: 1 day; time: early June)

Step 1: Basis for the planning

- Five year and annual District Party's Resolution; Five year and annual District People's Council Resolution; district orientation plan

- Commune Party's resolution, Commune People's Council's Resolution, commune data;

- Village annual plans.

Step 2: Establishment of the Planning working group

- Commune People's Committee establishes the planning working group, with the following members: representative of Commune People's Committee (Chairman or Vice-Chairman as group head); Commune People's Committee office manager, cadastral officer, statistics officer, accountant ...

Step 3: Plan Preparation

- analyze, evaluate the implementation status of the current year plan.

- Use of table forms (see annex):

- + Set and aggregate basic data and targets for villages from village target plans by using Forms 1-2

- Prepare separate public service and public investment lists by selecting priorities from the village annual action plans (Form 4) equally considering women and men's priorities.; included priorities should focus on technical services; propose max 2 activities for each village with budget support from commune and district

- Propose additional needs for commune

- Prepare proposed commune development plan using the annexed Forms 1-2, public service list (Form 5) and investment list (Form 6).

Step 4: Organization of Commune Development Planning

- Commune Chairperson summons a Commune Development Planning workshop:

Participants:

- + Representatives of Commune Party, Standing Member of Commune People's Council Committee

- + Representative of Commune People's Committee and relevant staff such as , Commune officer, Accountant, Cadastral Officer, Extensionist, socio-economic etc.)
- + Representatives of commune social organizations such as Women Union, Farmer's Union, Youth League etc.
- + Representative of Village Management Boards from all villages (Head or Vice-head)
- Commune Development Planning Workshop:
 - + Commune People's Committee representative presents the draft commune plan, including the analysis of commune situation, implementation status of the current year plan and estimation for implementation during the second half year, draft target plan, draft public service list and investment list
 - + Where village priorities have not been considered in the draft commune plan, Commune People's Committee Chairman should explain the reasons why it was not done to get village's agreement on it.
 - + Representatives from villages get the possibility to explain and defend their village plans if necessary.
- After completion, the Commune Development Plan submitted to District People's Committee and Finance-Planning Section for aggregation.

3. District planning

a. Basis for District Planning

- 5 year resolution of District Party and People's Council, District 10-year development plan and 5-year plan of District People's Committee
- Orientation plan from Provincial People's Committee
- Commune Development Plans
- District's availability of resources (allocated budget from province level, national programs, district budget, donor's and villagers' contribution).

b. Timing of District planning: approx. 20 June - 15 July annually

c. Planning

Step 1: Aggregation of plans

- District People's Committee assigns District Financial and Planning Section to lead the evaluation on the plan implementation in the first half of the year and a forecast plan implementation, taking into account the commune priorities for the preparation of the draft socio-economic development plan.
- The integration of commune priorities into district plan is as follows:
 - + Aggregate and adjust the targets from commune development plans
 - + Integrate commune priorities into the lists of public service and investment needs and sort them by sector
 - + Based on the availability of district budget (investment budget, professional budget, specific programs and other sources), integrate the sorted commune priorities into respective budget lines focusing on poverty reduction and priorities for ethnic minorities
- The draft plan is then sent to all relevant sections and organizations for comments.

- Adjust the draft plan based on the comments by all relevant sections and organizations, and present the adjusted plan to Standing District People's Committee for consideration.

Step 2: Organization for district planning by District People's Committee

- Participants: Standing District Party Committee, Standing District People's Council, Standing District People's Committee

Representatives from District People's Council Office, District People's Committee Office and all district sections; 'district social organizations; representatives from all communes

Contents of meeting:

- + District People's Committee (or district FPS) presents the draft plan, explains the approach and contents of the plan
- + Relevant sections and organizations present the commune priorities to be included in district plan.
- + Participants give comments and propose adjustment (where required) to the draft plan

Step 3: Finalization and submission of the district plan

- Planning and Finance section is responsible for finalizing the draft plan and presenting it to District People's Committee for approval before submission to Department of Planning and Investment.

Stage 3. Plan approval

1. At district level:

- Timing: early January annually;
- After receiving targets from Provincial People's Committee, District People's Council summons a meeting for plan approval and formulation of a resolution. Based on the resolution, the Finance and Planning Section advises the District People's Committee on allocating targets respectively to relevant communes and sections.

2. At commune level:

- Timing: at the end of January annually
- After receiving plan from District People's Committee, Commune People's Committee is responsible for allocating the targets to villages for implementation.
- The allocated commune and village targets are displayed in the commune centre for information of the public.

Stage 4. Organization of implementation

1. At villages:

- After receiving plan from commune, Village Management Boards inform and guide the villagers to carry out the plan, and list difficulties encountered during implementation of plan to report to Commune People's Committee for instruction and support. The village plan including the allocated targets is displayed at the community centre for information of the villagers.

- For the activities and works implemented at village level, villages establish 2 groups: implementation group and monitoring group. These groups are responsible for implementation, management and supervision of implementation of the village plan.

- Commune People's Committee is responsible to support the villages during plan implementation;

- In case of external funding the Commune People's Committee receives external funds through commune bank account and release these funds to villages, together with villages sign the implementation contracts of the respective activities, help villages to submit the cost estimate of construction works to district level for approval; take part in supervising and receiving the complete works; collect all accounting documents required for the settlement of accounts with the external funding agency ; publicize all supported funds for information of the villagers.

2. At commune level:

- After receiving plan from district, CDP is to inform, instruct and guide relevant sections, villages to implement successfully the plans.

- For the work implemented by the commune, it is a must to form an implementation committee and a monitoring committee in order to ensure compliance with prevailing government regulations on investment and construction management.

- On a monthly to quarterly basis, Commune People's Committee shall report on the implementation progress to District People's Committee. Commune People's Committee shall also prepare an annual completion report (evaluation report) to District People's Committee PC by end of the year.

Stage 5. Evaluation

1. At village level:

- Before a new village planning event, the Village Head and the Planning Working Group shall evaluate the implementation of the previous year plan, focusing on:

- + Strengths and weaknesses during the implementation process.
- + Quality and progress of work.
- + Impact of the implemented activities on villagers' lives.
- + Financial transparency of the implemented activities

- The evaluation results shall be presented by the Head of the Village Management Board in the planning meeting; and shall also be sent to the Commune People's Committee for aggregation.

2. At commune level:

- Twice every year Commune People's Committee organizes the evaluation on the achievement of the planned targets, once at the start of the planning process (the first 6 month evaluation) and once at the end of the year (annual evaluation).

- The evaluation should focus on quality and progress of completed activities, advantages, strengths and weaknesses during the implementation process as well as the problems still to be solved; achievement of the targets assigned by higher level, comparison between the actual implementation against approved plan and the respective progress in the previous year. This evaluation report should be forwarded to District People's Committee.

3. At district level:

- Based on the reports from communes and the general situation in the entire district, the Finance and Planning Section aggregates, analyses the received commune development plans and cooperates with the other sections at district level to help District People's Committee prepare the evaluation of the implementation of the district plan. The evaluation takes place twice a year, once at the start of the planning process (the first 6 month evaluation) and once in the end of the year (annual evaluation).

III. ORGANIZATION OF IMPLEMENTATION

1. Progress of implementing decentralized socioeconomic development planning

- in 2008: implementing in 4 districts: Lak, Ea H'leo, Ea Kar, Krong Nang
- in 2009: implementing in 8 districts: Lak, Ea H'leo, Ea Kar, Krong Nang (cont.); Ea Sup, Buon Don, Ma Drak, Krong Bong.
- in 2010: implementing in all 13 districts and Buon Ma Thuot City: Lak, Ea H'leo, Ea Kar, Krong Nang; EaSup, Buon Don, Ma Drak, Krong Bong (cont.); Krong Buk, Krong Pak, Cu Mgar, Krong Ana and communes of Buon Ma Thuot City

2. Responsibilities of relevant organizations

a. Director of Department of Planning and Investment: to instruct District People's Committees to apply this planning approach in developing annual plans; together with RDDL to guide districts in forming working groups, district ToT trainers pool and to organize trainings for these groups;

b. Director of Department of Finance: to advise Provincial People's Committee on allocating state budgets to District People's Committees for implementing the decentralized socioeconomic development plan; to provide guidance on allocation, utilization, management and settlement of provided budgets for the various levels.

c. Departments, organizations managing the specific programs: Department for Ethnic Minorities; Department of Planning and Investment, Department of Labour Invalids and Social Affairs, Department of Finance, Department of Agriculture and Rural Development, Department of Education and Training, Department of Health: to coordinate the integration of specific programs budgets to maximize the use of the available resources.

d. District People's Committees: to organize trainings, instruct communes and villages in making the plans following the procedures; provide district orientation plan as basis for commune planning; integrate commune plans (aggregated from village plans) into the district plan; integrate various financial sources (state budget, national program funds, budgets for public services such as extension and external funds) and mobilize funds from people for implementation of the selected activities; support at least one to activities for each village from district and commune funds (priority on public service requests and technical support).

e. Regularly monitor and coach the implementation process in commune and village levels.

f. RDDL considers its budget and coordinates with Department of Planning and Investment, District People's Committees to support trainings and coaching on the planning procedures for districts, communes and villages.

3. Reporting system

- Annually, the departments and District People's Committees report to the Provincial People's Committee (and Department of Planning and Investment) on the allocation of budgets, on the integration of various budget sources and programs under their responsibility, on the application of the planning procedure, the implementation of the plans and the implementation results.

- Department of Planning and Investment regularly monitors and coaches the implementation process in the local areas; processes and aggregates the reports from departments, districts in order to reveal the shortcomings, problems to propose improvements to Provincial People's Committee.

CHAIRMAN
Lu Ngoc Cu
(signed on 22.08.2007)

ANNEX 1: PLANNING FORMS

FORM 1

CPC:.....
VILLAGE:.....DEVELOPMENT PLAN ON AGRICULTURE, FORESTRY, FISHERY
INDUSTRY & HANDICRAFTS - CONSTRUCTION

#	Target		Unit	Accomplished in 2006	2007		Plan 2008
					Planned	Expectedly Accomplished	
A	Agriculture						
	* Total cultivated area		ha				
	* Total production		ton				
I	Food crops		ha				
1	Rice	Area	ha				
		Production	ton				
	+ spring-winter crop	Area	ha				
		Production	ton				
	+ main crop	Area	ha				
		Production	ton				
	Wet rice	Area	ha				
		Production	ton				
	hilly rice	Area	ha				
		Production	ton				
2	Maize	Area	ha				
		Production	ton				
	autumn-summer crop	Area	ha				
		Production	ton				
	winter-autumn crop	Area	ha				
		Production	ton				
II	Starch crops		ha				
1	Cassava	Area	ha				
		Production	ton				
2	Sweet potato	Area	ha				
		Production	ton				
	Spring-winter crop	Area	ha				
		Production	ton				
	autumn-summer crop	Area	ha				
		Production	ton				
	winter-autumn crop	Area	ha				
		Production	ton				
3	Other starch crops	Area	ha				
		Production	ton				
III	Short-rotation crops		ha				
1	Green bean	Area	ha				
		Production	ton				
	autumn-summer crop	Area	ha				
		Production	ton				
	winter-autumn crop	Area	ha				
		Production	ton				
2	Peas	Area	ha				
		Production	ton				
	autumn-summer crop	Area	ha				
		Production	ton				
	winter-autumn crop	Area	ha				
		Production	ton				
3	Vegetables	Area	ha				
		Production	ton				
	Spring-winter crop	Area	ha				
		Production	ton				
	autumn-summer crop	Area	ha				
		Production	ton				
	winter-autumn crop	Area	ha				
		Production	ton				
IV	Short-rotation industrial crops		ha				
1	Soya bean	Area	ha				
		Production	ton				
	autumn-summer crop	Area	ha				
		Production	ton				
	winter-autumn crop	Area	ha				
		Production	ton				
2	Peanut	Area	ha				
		Production	ton				
	autumn-summer crop	Area	ha				
		Production	ton				
	winter-autumn crop	Area	ha				
		Production	ton				
3	Cotton	Area	ha				
		Production	ton				
4	Sugar cane	Area	ha				
		Production	ton				
5	Other SR industrial crops	Area	ha				

#	Target	Unit	Accomplished in 2006	2007		Plan 2008
				Planned	Expectedly Accomplished	
	Production	ton				
					
					
V	Perennial crops	ha				
1	Coffee	Area	ha			
	Production	ton				
2	Rubber					
	Area	ha				
	Production	ton				
3	Pepper					
	Area	ha				
	Production	ton				
4	Cashew					
	Area	ha				
	Production	ton				
5	Cocoa					
	Area	ha				
	Production	ton				
6	Fruit trees	tree				
	Durian	tree				
	Rambutan	tree				
	Avocado	tree				
	Mango	tree				
	Banana	tree				
	Jackfruit	tree				
	Orange	tree				
					
					
B	Animal husbandry					
	- Buffalo	head				
	- Cattle	head				
	- Goat	head				
	- Pig	head				
	- Production of meat (cattle, goat)	ton				
	- Production of pork	ton				
	- Honey bee	hive				
	- Poultry	1000 head				
C	Aqua-culture					
	- Area of water surface	ha				
	- Production of fish, shrimp	ton				
D	Forestry					
	- Production forest					
	- managed by community	ha				
	- managed by government	ha				
	- Forest protection	ha				
	- managed by community	ha				
	- managed by government	ha				
	- Plantation	ha				
	- managed by community	ha				
	- managed by government	ha				
E	Industry & construction					
1	Production of major industrial products					
2	Types of building rocks/gravel	1.000 m ³				
3	Sand	1.000 m ³				
4	refined brick	10 ⁶ piece				
5	enamelled tiles	10 ³ piece				
6	Microorganic fertilizer	ton				
7	Soft drink, fresh water, soya milk	1.000 liter				
8	Ice, drinking water	ton				
9	Cereal husking	1.000 ton				
10	Iodine salt	ton				
11	Candies and cookies	ton				
12	Ground coffee	ton				
13	Animal feed	ton				
14	Green coffee processing	1.000 ton				
15	Cashew nut	ton				
16	Cotton pre-processing	ton				
17	Cassava starch	ton				
18	Types of sugar	1.000 tấn				
19	Water plastic pipe	ton				
20	Shoes	pair				
21	Clothes	1.000 product				
22	Sawn timber	m ³				
23	Plywood	m ³				
24	Charcoal	ton				
25	Bags for storage of coffee	1.000 each				
26	Iron, alluminum door frame	m ²				
27	Car repairing, overhauling	car				

#	Target	Unit	Accomplished in 2006	2007		Plan 2008
				Planned	Expectedly Accomplished	
28	Centrifugal pumper	each				
29	Agro-product processing machines	each				
30	Iron net	1.000 m ²				
31	Laminating flat iron	1.000 m ²				
32	Home consumption carpentry	set				
33	Commercial electricity	10 ⁶ Kwh				
34	Tap water	1.000 m ³				
					
					

Note: - For the targets which are not relevant to the local situation, leave them blank.
- It is possible to insert additional targets which are not included in the form (if necessary)
- Commune and village levels both use this form

FORM 2
CPC:.....
VILLAGE:.....
**TARGETS OF SOCIAL ISSUES, POVERTY REDUCTION
AND INFRASTRUCTURE**

#	Target	Unit	Accomplished in 2006	2007		Plan 2008
				Planned	Expectedly Accomplished	
1	Village status					
	Number of villages	no's				
	- Poor village	"				
	- EM villages	"				
	- native EM village	"				
2	Poverty reduction					
	- Total households in the village	hh				
	<i>Of which:</i>					
	+ EM hhs	hh				
	+ Native EM hhs	hh				
	- Total population (at year end)	person				
	<i>Of which:</i>					
	+ EM people	person				
	+ Native EM people	person				
	- Total poor HH (new standards)	hh				
	<i>Of which:</i>					
	+ EM hhs	hh				
	+ Native EM hhs	hh				
	- HH escaping poverty in the year	hh				
	<i>Of which:</i>					
	+ EM hhs	hh				
	+ Native EM hhs	hh				
	- HH falling back under poverty line in the year					
	+ EM hhs	hh				
	+ Native EM hhs	hh				
3	Provision of basic services					
	- HH using electricity	hh				
	- HH using clean water	hh				
	- Telephone	set				
	+ Set telephone	"				
	+ Mobile phone	"				
4	Job creation					
	- Employed persons	person				
	- Person in working age	person				
	- Person in working age being able to work	person				
	- No. of trained labourers	person				
	- Persons getting job in the year	person				
	- HH with loans for job creation	hh				
	- Poor hh having credit access	"				
	<i>Of which + EM poor hh</i>	"				
	+ HH headed by woman	"				
5	Training and education					
	- Persons with college degree or higher/10.000 population	person				
	- Total pupils in the beginning of the school year	pupil				
	+ kindergarten	"				
	<i>- of which: ethnic minorities</i>	"				
	+ primary	"				
	<i>- of which: ethnic minorities</i>	"				
	+ secondary	"				
	<i>- of which: ethnic minorities</i>	"				
	+ high school	"				
	<i>- of which: ethnic minorities</i>	"				
	- % of children going to school at the right age	%				
	+ primary	"				
	+ secondary	"				
	+ high school	"				
	- Number of schools	school				
	+ kindergarten	"				
	<i>of which: national standardized school</i>	"				
	+ primary	"				
	<i>of which: national standardized school</i>	"				

#	Target	Unit	Accomplished in 2006	2007		Plan 2008
				Planned	Expectedly Accomplished	
	+ <i>secondary</i>	"				
	<i>of which: national standardized school</i>	"				
	+ <i>high school</i>	"				
	<i>of which: national standardized school</i>	"				
	- Total classrooms	room				
	+ <i>solid</i>	"				
	+ <i>semi-solid</i>	"				
	+ <i>Temporary</i>	"				
6	Health care					
	- Participation of health check & treatment at commune health station					
	- under 1 year old children fatality rate	‰				
	- under 5 years-old children fatality rate	‰				
	- under 5 years-old malnourished children percentage	%				
	- the poor provided with health security card	person				
	- Number of under 6 years-old children with free health check	children				
7	Culture-sport					
	- village with cultural house	village				
	- village with community house	village				
	- HH with TV access	hh				
	- HH with television set	hh				
	- recreation places for children	place				
	Total EM villages	village				
	- villages with land area planned for cultural activities	village				
	- villages meeting the requirements for cultural villages	village				
	- HH meeting requirements for cultural hhs	hh				
	- HH's certified as sportive families	hh				
8	Environmental protection					
	- villages having waste collection	village				
	- HH involving in waste collection	hh				
	- HH with temporary latrine (cottage...)	hh				
	- HH with sanitary latrine	hh				
9	Infrastructure					
a	Roads					
	- intra-village roads	km				
	+ <i>asphalt road</i>	km				
	+ <i>gravel road</i>	km				
	+ <i>earthy road</i>	km				
	- Bridges	each				
	- <i>of which: temporary bridge</i>	each				
b	Irrigation system					
	- Irrigation dams in the village	dam				
	+ of which: solid dam	dam				
	-Total length of irrigation canals	km				
	+ of which: solid canals	km				
	-Total area to be irrigated	ha				
	+ Of which: irrigated area	ha				
c	Other construction					
	Poor hhs with support for housing	hh				

Note: - For the targets which are not relevant to the local situation, leave them blank.
- It is possible to insert additional targets which are not included in the form (if necessary)
- Commune and village levels both use this form

VILLAGE:.....

Year: from 200....to 200....

Note:
Column 1: transfer from the PRA toolbox, implemented by village Planning Working Group
Column 9: indicate specific responsible organizations/individuals
Column 10: indicate specific amount, in cash or in kind

Village level proposes max. 2 annual activities (with focus on technical support)

Commune:

District:

No	Items	Gender priority		Time frame, location	Estimated cost	Remarks
		Wome	Men			
I	Economic development services					
	<i>Agriculture extension services</i>					
	- Service 1					
	- Service 2					
	- Service 3					
	<i>Forestry extension services</i>					
	- Service 1					
	- Service 2					
	- Service 3					
	<i>Irrigation services</i>					
	- Service 1					
	- Service 2					
	- Service 3					
II	Education services					
	- Service 1					
	- Service 2					
	- Service 3					
III	Health care servies					
	- Service 1					
	- Service 2					
	- Service 3					
IV	Culture services					
	- Service 1					
	- Service 2					
	- Service 3					
V	Others					
	- Service 1					
	- Service 2					
	- Service 3					
VI	Total cost					

PROPOSED INVESTMENT PORTFOLIO

District:[illegible]

ANNEX 2: PARTICIPATORY RURAL APPRAISAL TOOLS (PRA-TOOLS)

Overview of PRA tools

Thematic area	PRA tool
Paddy	Tool 1: Wet rice cultivation
Upland cultivation	Tool 2: Upland cultivation
Home garden	Tool 3: Fruit trees, home garden and cash crops
Livestock	Tool 4: Livestock
Forestry	Tool 5: Assessment of forestry and NTFP
Marketing and input supply	Tool 6: Assessment of market, trading and input supply system
Education and health	Tool 7: Assessment of education Tool 8: Assessment of health care
Infrastructure	Tool 9: Assessment of transportation system Tool 10: Assessment of irrigation system
Other issues	Tool 11: Drinking water and water supply Tool 12: Women issues

What is PRA?

PRA is a methodology that enable rural people to share, enhance and analyse their knowledge of life and conditions, and to plan and act and to monitor and evaluate. The role of the outsider is that of a catalyst, a facilitator of processes within a community.

In the village planning process, PRA tools are used to analyse the current situation, potential and problems and their causes, figure out possible solutions and identify relevant activities for different thematic areas. These tools are used during the village appraisal which is made by the Planning Working Group, with support of the Commune Facilitation Team.

How to use PRA?

The Planning Working Group has to be split up into small groups with around 5 villagers each. However, it is possible to expand the number of participants if more people like to join.

The work is facilitated and documented by the Commune Facilitation Team which has to ensure three main roles during the village appraisal in the field and at the village meetings:

1. PRA facilitator
2. Note-taker
3. Team leader

During the PRA exercise women should be particularly encouraged to participate in the discussion. At the end of each PRA session, the Planning Working Group members figure out relevant activities to be considered for the Village Development Plan.

PRA team members

PRA-FACILITATOR

Role: Facilitation of the PRA tools and identification of village planning activities

Activities:

- introduce the PRA tool to the VDP working group
- facilitate the process
- act as a catalyst between the individuals of the group
- find ways of integrating dominant and quiet people and make sure that all group members are able to express their opinions
- make sure that the group keeps to the topic but is also flexible in handling additional important information
- repeat in own words what people say in order to confirm that there is a good understanding of the discussion
- take care of time management

Attitudes:

- have flexibility, patience and a sense of humour
- avoid to use complicated terms and words
- talk the local language (if possible)
- encourage and motivate people
- “hand over the stick” to the community group as much as possible
- keep a low profile during the event
- listen carefully to any group member and don’t teach, involve quiet and marginalised people

NOTE-TAKER

Role: Documentation of all important information and relevant observation while implementing PRA tools

Activities:

- bring along A4 paper for copying what is drawn on the ground or on large size A0 paper
- bring along the all necessary materials
- observe the event from the background
- write down all important information
- assist the facilitator in an indirect way by giving signs
- support the facilitator directly by asking questions, if the situation requires
- take care that participants copie any visualised subject (map, diagram etc.) on a sheet of paper immediately after the event
- observe and facilitate the copying, ensure that the copy resembles the original, has a legend, a date, and place
- sit together with the facilitator and discuss the notes after the end of the event

Attitudes:

- good observer
- although the role of the note-taker during the event is more passive, he/she has the responsibility for transforming the notes into useful results and for visualising them to the whole team
- familiar with the language used
- able to visualise and present results to the PRA team briefly and precisely

PRA-TEAM LEADER

Role: Team leading during the PRA implementation

Activities:

- Be responsible for the Planning Working Group during PRA event
- Be responsible for all organisational and logistical matters concerning the PRA field work and village meetings
- moderate the PRA workshop and evaluation meetings during the evening
- Introduces the Planning Working Group to the community
- Takes care that the events can start in time
- Assists the sub-teams if they have any problems
- Co-ordinates the village workshop events and facilitates the group presentation
- Facilitates the summarising and documentation process of the smaller teams, that have used a PRA tool
- Stays in close contact with link persons and the opinion leaders during the whole workshop (e.g. in order to know who participates in the different events)

Attitudes:

- well organized
- kind and patient at all the time, keeps a cool head if things go wrong
- Sense of humour
- keeps low profile
- listens, observes, consults

Tool 1: WET RICE CULTIVATION

Number of participants:

male:

female:

Objectives: Assess wet rice production in the village: level of intensity, variety use, productivity and efficiency
 Identify promising practices and main problems
 Figure out appropriate solutions and activities

Step 1: Assess current situation

Rice variety use and cultivation techniques	
Main varieties and their productivity used in the village	
New varieties and their productivity used in the village	
Number of households having been used new varieties	
Varieties used in upcoming seasons	Summer crop:
	Winter crop:
Fertilisers used for wet rice	
Disease and insects destroying wet rice	
Existence of promising practices	

Step 2: Figure out the problems and their causes

Problems	Causes
What constraints for intensive wet rice cultivation system	What are the causes of the problem/constraints?

Step 3: Find out possible solutions

Solutions

Step 4: Identify relevant activities									
Activity	Unit	Qty	Location	Time frame		Village contribution	External contribution		Priority
				Start	Complete		Contribution Agency	Amount	

Date:

Representative of VDP Group
(Sign, Full name, position)Representative of Village
(Sign, Full name, position)

Tool 2: UPLAND CULTIVATION

Number of participants:

male:

female:

Objectives: Assess upland cultivation crops and cultivation techniques in the village: level of intensity, variety use, productivity and efficiency
 Identify promising practices and main problems
 Figure out appropriate solutions and activities

Step 1: Assess current situation

Crop and crop variety use and cultivation techniques	
Main crops, crop varieties and their productivity used in the village	
New varieties and their productivity used in the village	
Number of households are using new varieties	
Fertilisers used	
Disease and insects destroying the crops	
Methods to reduce soil erosion and/or to increase soil fertility	
Existing promising crops and varieties	
Existing promising cultivation techniques	

Step 2: Figure out the problems and their causes

Problems	Causes

Step 3: Find out solutions

Solutions

Step 4: Identify relevant activities									
Activity	Unit	Qty	Location	Time frame		Village contribution	External contribution		Priority
				Start	Complete		Contribution Agency	Amount	

Date:

Representative of VDP Group
(Sign, Full name, position)Representative of Village
(Sign, Full name, position)

Tool 3: FRUIT TREES - HOME GARDEN - CASH CROPS

Number of participants:

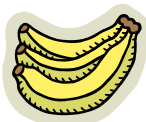
male:

female:

Objectives: Identify the most important fruit trees, home garden and cash crops in terms of food provision & related income generation in the village
 Identify promising practices and main problems
 Figure out appropriate solutions and activities

Step 1: Assess current situation

Make a matrix to compare different plants/trees: agree on plants to be included, and on comparison criteria to be used



Score:

• • • •

• • • • •
• • • •• • • • •
• • • • •• • • • •
• •

Food provision				
Income generation				
Disease resistance				
Drought resistance				
Suitable soil & easy to plant				
Quality of products				
Availability of seedlings				
Fast growing				
....				
TOTAL				
RANK				

Step 2: Figure out potentials, promising practices, important problems and their causes

Type of tree / plant	Promising practices, potentials	Problems	Causes

Step 3: Find out solutions for the problems

Solutions

Step 4: Identify relevant activities									
Activity	Unit	Qty	Location	Time frame		Village contribution	External contribution		Priority
				Start	Complete		Contribution Agency	Amount	

Date:

Representative of VDP Group
(Sign, Full name, position)Representative of Village
(Sign, Full name, position)

Tool 4: LIVESTOCK

Number of participants: _____

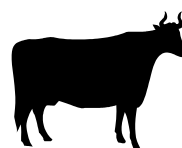
male: _____

female: _____

Objectives: Identify the most important animals in the village
 Identify promising practices and main problems
 Figure out appropriate solutions and activities

Step 1: Assess current situation

a. Make a matrix to compare different animals: agree on animals to be included, and on comparison criteria to be used



Score:

● ● ● ● ● ● ● ●

● ● ● ● ●
● ● ● ●

● ● ● ●

● ● ● ● ●
● ●

Current quantity in the village

Food provision for human

Income generation

Disease resistance

Availability of animal fodder

Raising techniques

Availability of breed

....

TOTAL

RANK

b. Get additional information on animal raising in the village:

Land availability for animals raising

Village regulations on disease management

Veterinary service of district (quality)

Veterinary staff in the village/commune

Step 2: Figure out potentials, promising practices, important problems and their causes

Type animal	Promising practices/ potentials	Problems	Causes

Step 3: Find out solutions for the problems

Solutions

Step 4: Identify relevant activities									
Activity	Unit	Qty	Location	Time frame		Village contribution	External contribution		Priority
				Start	Complete		Contribution Agency	Amount	

Date:

Representative of VDP Group
(Sign, Full name, position)Representative of Village
(Sign, Full name, position)

Number of participants: male: female:

Step 1: Assess current situation

- Review existing forest types: production forest, protection forest, special use forest
- Discuss current situation of forest land allocation
- Assess how forests are currently managed, used and protected in the village (commune)
- Assess regulations related to forest management, forest use and/or protection
- Analyze how activities of governmental programs and of development projects are implemented (what activities, how implemented, achieved results)
- ...

Promising practices/ potentials:	Problems	Causes

Solutions

Step 4: Identify relevant activities									
Activity	Unit	Qty	Location	Time frame		Village contribution	External contribution		Priority
				Start	Complete		Contribution Agency	Amount	

Date:

Representative of VDP Group
(Sign, Full name, position)Representative of Village
(Sign, Full name, position)

Tool 6: ASSESSMENT OF MARKET, TRADING AND INPUT SUPPLY SYSTEM

Number of participants:

male:

female:

Objectives: Identify the most important products traded in and outside the village

Identify potentials and main problems related to market, trading and input and supply system

Figure out appropriate solutions / activities

Method: Focus group discussion



Step 1: Assess current situation

A) Assessment of market

- Identify agricultural products (crops, cash crops, fruits and animals) produced in the village
- Identify forest products/NTFPs collected by villagers and generating income
- Identify a/ consumed products; b/sold products; c/ sold and consumed products
- Which products are sold in the village? Which ones are sold outside the village? How the products are sold (raw or processed)? What is the quantity per harvesting season? Who are the collectors/middlemen? Price of the sold products and market price (difference between sale price and market price)? What products are easily/difficult to sell? Why?
- Main difficulties (price, quality, quantity, transportation...)? Why?
- Propose solutions

B) Inputs supply

- Identify organizations and individuals providing inputs supply (breeds, seeds, fertilisers, insecticides, vet etc.)
- What difficulties the farmers face in accessing these services?
- ...

Step 2: Figure out potentials, important problems and their causes

Potentials:	
Problems	Causes

Step 3: Find out possible solutions for the problems

Solutions

Step 4: Identify relevant activities									
Activity	Unit	Qty	Location	Time frame		Village contribution	External contribution		Priority
				Start	Complete		Contribution Agency	Amount	

Date:

Representative of VDP Group
(Sign, Full name, position)Representative of Village
(Sign, Full name, position)

Tool 7: ASSESSMENT OF EDUCATION

Number of participant: _____

male: _____

female: _____

Objectives: Describe the situation of education for the village
 Identify main problems related to school attendance of children
 Figure out appropriate solutions and related activities

With whom: Mixed male and female focus group

Step 1: Assess current situation

- What is the current situation of education in the village? Where the children go to school for the different levels
- Is there any activities related to environmental education
- ...

Step 2: Figure out the problems and their causes

Problems	Causes
Main problems related to school attendance of the children	

Step 3: Find out possible solutions for the problems

Solutions

Step 4: Identify relevant activities									
Activity	Unit	Qty	Location	Time frame		Village contribution	External contribution		Priority
				Start	Complete		Contribution Agency	Amount	

Date:

Representative of VDP Group
(Sign, Full name, position)Representative of Village
(Sign, Full name, position)

Tool 8: ASSESSMENT OF HEALTH CARE

Number of participants: _____

male: _____

female: _____

Objectives: Describe the situation of health care of the village
 Identify main problems related to health care
 Figure out appropriate solutions and related activities

With whom: Mixed male and female focus group

Step 1: Assess current situation

-
- What are most important diseases and accidents in the village?
 - What is the current situation of health care in the village?
 - ...
-

Step 2: Figure out the important problems and their causes

Problems	Causes
What are the most important problems related to health care in the village?	

Step 3: Find out possible solutions for the problems

Solutions

Step 4: Identify relevant activities									
Activity	Unit	Qty	Location	Time frame		Village contribution	External contribution		Priority
				Start	Complete		Contribution Agency	Amount	

Date:

Representative of VDP Group
(Sign, Full name, position)Representative of Village
(Sign, Full name, position)

Tool 9: ASSESSMENT OF TRANSPORTATION SYSTEM

Number of participant: _____

male: _____

female: _____

Objective: Analyse the existing conditions of the existing of road infrastructure system and identify the measures to improve it



Step 1: Assess current situation

- Draw the type of roads and bridges with different colors or symbols on the prepared village map (size: A0 paper) using following legend:
 - Type of roads and bridges:
 - Inter-village road
 - Road linking village, commune and district
 - Bridge, temporary culvert (bamboo, low quality wood)
 - Bridge, solid culvert (ferro-concrete)
 - Hanging bridge
- Identify the most important roads and bridges in terms of economical development of the village
- Review the quality of roads and bridges

Step 2: Figure out the important problems and their causes

Problems	Causes

Step 3: Find out possible solutions for the problems

Solutions

Step 4: Identify relevant activities									
Activity	Unit	Qty	Location	Time frame		Village contribution	External contribution		Priority
				Start	Complete		Contribution Agency	Amount	

Date:

Representative of VDP Group
(Sign, Full name, position)Representative of Village
(Sign, Full name, position)

Tool 10: ASSESSMENT OF IRRIGATION SYSTEM

Number of participants:

male:

female:

Objectives: Assess the situation of the existing irrigation system, irrigation and drainage capacity, the management responsibility and construction & maintenance implementation

Identify the demands of villagers to expand existing irrigation perimeters and to construct other irrigation system

Figure out appropriate solutions and related activities

Step 1: Assess current situation

- Draw all irrigation perimeters, important sources, and streams with different colors or symbols on the prepared village map (size: A0-paper)
- Characterize the different irrigation systems by using the table as follows:

	Irrigation system 1	Irrigation system ...
Name of the construction (water source, stream's name)		
Type of soil in irrigated area (valley, field, terrace)		
Irrigated area in summer		
Irrigated area in spring		
Size (length, depth) of the dam or other water supply system.		
Number and total length of the channels		
Number and total length of concrete channels		
Decision maker of water distribution, define the time to close and open the channels?		
Level of maintenance and how many days per year have maintenance ?		
Maintenance responsibility and implementation		
Yearly budget for irrigation/drainage (irrigation fee)		

- Review the situation of the different irrigation perimeters and identify the needs for improvement, reparation, upgrading and new construction. Draw the review results on the map

Step 2: Figure out the important problems and their causes

Problems	Causes

Step 3: Find out possible solutions for the problems

Solutions

Step 4: Identify relevant activities									
Activity	Unit	Qty	Location	Time frame		Village contribution	External contribution		Priority
				Start	Complete		Contribution Agency	Amount	

Date:

Representative of VDP Group
(Sign, Full name, position)Representative of Village
(Sign, Full name, position)

Tool 11: DRINKING WATER AND WATER SUPPLY

Number of participant:

male:

female:

Objectives: Describe the situation of drinking water and water supply for home use in the village

Identify main problems related to drinking water and water supply

Figure out appropriate solutions and related activities

With whom: Mixed male and female focus group

Step 1: Assess current situation

- How the households get drinking water and water for daily use? From wells, sources, streams, rain water, ...?
- How is the quality of the drinking water?
- ...

Step 2: Figure out the important problems and their causes

Problems	Causes
What are the most important problems related to drinking water and water supply for home use?	

Step 3: Find out possible solutions for the three problems

Solutions

Step 4: Identify relevant activities									
Activity	Unit	Qty	Location	Time frame		Village contribution	External contribution		Priority
				Start	Complete		Contribution Agency	Amount	

Date:

Representative of VDP Group
(Sign, Full name, position)Representative of Village
(Sign, Full name, position)

Tool 12: Women issues

Number of participants:

male:

female:

- Objectives:** Identify solutions to improve the women's living and working conditions in the village
 Identify promising practices / main problems
 Propose appropriate solutions / activities
- Method:** Focus group discussion
- With whom:** Female focus group with female facilitator



Step 1: Assess current situation

- What are typical women activities?
- What are main income sources for women?
- What are women organizations in the village?
- ...

Step 2: Figure out promising practices, potential, important problems and their causes

Promising practices/ potentials:

Problems	Causes

Step 3: Find out possible solutions for the problems

Solutions

Step 4: Identify relevant activities									
Activity	Unit	Qty	Location	Time frame		Village contribution	External contribution		Priority
				Start	Complete		Contribution Agency	Amount	

Date:

Representative of VDP Group
(Sign, Full name, position)Representative of Village
(Sign, Full name, position)

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